

JOB TITLE: Motor Vehicle Specialist

TAX/17

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position is responsible for the maintenance of tag and title records for the county.

MAJOR DUTIES:

- o Sells vehicle tags and processes title applications at counter and through mail.
- o Balances monies collected against receipts on a daily basis; balances each cash drawer daily.
- o Prepares weekly and monthly tag and title reports to the state Department of Revenue.
- o Notifies the state of any tags or decals issued in error or requiring correction.
- o Declares lost, stolen, and returned tags on the computer.
- o Maintains an adequate inventory of supplies for the department.
- o Prepares and processes refunds for property tax and tag accounts.
- o Performs year-end audit and inventory; prepares year-end reports.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of accounting and bookkeeping practices.
- o Knowledge of record-keeping systems for tags and titles.
- o Knowledge of state tag and title rules and laws, motor vehicle registration guidelines, and tax fee structures.
- o Skill in performing basic mathematical calculations.
- o Skill in the use of such office equipment as a calculator, typewriter, and computer.
- o Skill in dealing with the public.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Tax Administrator assigns work in terms of general instructions. Completed work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state Department of Revenue laws and regulations, state Motor Vehicle Division regulations, county policies and procedures, and standard bookkeeping practices. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: The work consists of related bookkeeping and clerical duties.

SCOPE AND EFFECT: The purpose of this position is to maintain tag and title records for the county. Successful performance helps ensure that the county properly collects and disburses revenues.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, state Department of Revenue officials, state Motor Vehicle Division representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, provide services, and motivate personnel.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, or stooping. The employee must occasionally lift heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.